

Church Treasurer's Reminder List

1. Supplies or information needed *(see Order Form for Church Treasurers Supplies)*:

a. For Receipts *(see Procedure for Counting Offering)*

- i. Tithe envelopes (supplied by CCC)
- ii. Forms for Credit Card contributions (supplied and processed by CCC)
- iii. Offering Count Worksheets (supplied by CCC)
- iv. Sunset Calendar to allocate weekly loose offerings (supplied by CCC)
- v. Online giving (see attached information "About AdventistGiving")
- vi. Adding machine, date stamp, red ink pens, rubber bands, and colored paper
- vii. Seventh-day Adventist Year Book

b. For Disbursements

- i. Checks (pre-printed or blank forms)
- ii. Check Request Form
- iii. Paid-out Vouchers (supplied by CCC)
- iv. Employee Forms (I-9, W-4, Hourly Payroll Report, Auxiliary Payroll Calendar, Stipend/Bible Worker Payroll Report, Stipend/Bible Worker Payroll Calendar – supplied by CCC)
- v. Independent Contractor Forms (W-9, DE-542, Travel and Expense Reports – supplied by CCC)
- vi. Benevolence Request Voucher (see attachment)
- vii. Detail of Receipts for Reimbursement or Advanced Checks Form (see attachment)
- viii. Petty Cash Authorization Form (copy on church's letterhead – see attachment)
- ix. Petty Cash Replenishing Form (see attachment)

c. For Reporting & Auditing Processes

- i. Bookkeeping system (i.e.: Jewel Software or Manual Forms – provided by CCC)
- ii. Bank Statements (Checking, Savings, CD's, Investments, etc.)
- iii. Church Data Sheet (see attachment)
- iv. Basic Schedule for Church Treasurers' Retention of Documents (see attachment)
- v. File folders and file boxes

2. Monthly Process:

- a. Count and Deposit Offerings **weekly**
- b. Record Offerings
- c. Pay Bills, as needed
- d. Send courtesy payroll check and form based on calendar
- e. Record Disbursements
- f. Submit **Monthly Conference Remittance – due by the 10th of the month**
- g. **Filing process** *(for Audit, and to facilitate application of Document Retention Policy)*:
 - i. Place weekly tithe envelopes in rubber bands and group by month in rubber bands, as well
 - ii. File Paid-out Vouchers in numerical order by check number (attach **original** receipts or invoices, conference remittance receipt, copy of board action, etc.)
 - iii. File Bank Statements and Bank Reconciliation in a folder, in order by month
 - iv. File Weekly Trial Contribution Reports and Monthly Reports by month, not type of report

3. Annual Procedures:

- a. Place notice in bulletin regarding donations in December (see attachment)
- b. Dispose of stale checks (see attached sample letters)
- c. Review Year-End fund balances on Financial Summary Report to clear negative balances
- d. **Detailed Receipt** for Donors **due by the end of January** (get watermarked form from CCC)
- e. **1099 forms** for Independent Contractors **due by the end of January** (see attachment)
 - i. If prepared by CCC – information **due** to Auditing Dept **by January 20**
- f. **1096 form** due to IRS **by the end of February** (see attachment)
- g. W-2 for Employees due by the end of January (issued by CCC Payroll Dept)
- h. **Property Tax Exemption form** due to Property Management Dept **by January 20** (see attachment)
- i. **Business Property Statement** due to Property Management Dept **by February 15** (see attachment)
- j. Complete Remuneration for Workmen's Compensation Insurance Form sent by CCC
- k. Audit of Church Records

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4. Other Items:

- a. Tax ID Number (contact the Secretary of the Treasurer at CCC)
- b. Process to Open Bank Accounts (Church Board authorization, Copy of Tax Exemption Letter provided by CCC Treasury Department)
- c. Lease Agreements (see instructions attached)
- d. Evangelism Items
 - i. Bible Worker Application Form
 - ii. Budget Request for Full-Message Reaping Campaign
 - iii. Evangelism Request and Recap Forms
 - iv. Camp Meeting Evangelism Offering Funds with Project Assessment
 - v. Lay Public Evangelism Budget Request
- e. Risk Management Issues (annual insurance payment, reporting losses or incidents)
- f. Copyright Issues (software and music)
- g. Tech Support for Jewel Software provided by the Auditing Department
- h. Conference bookkeeping assistance service provided by the Auditing Department
- i. Periodic Treasurers Training (last Sunday of every quarter, first Sunday in December and first Sunday of Camp Meeting)